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OFFICE OR STAFF		APPROVED FOR	REQUEST DATE	APPROVAL DATE	CONTROL NO.	Page 1 of 3 Pages	
OFFICE OF TRAINING		Approved For Release 2002/05/01 : CIA-RDP78-03568A000600030021-9	11 June 1953	30 June 1953	904		
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<b>OFFICE OF TRAINING (SPECIAL) (Departmental UV</b>							
The DD/A approved on 30 June 1953 the following changes for O/TR:							
A. The transfer of all positions within the Office of Training (Special) from <u>Unvouchered</u> to <u>Vouchered</u> funds with the following exceptions:							
1. The Projects Training Division to remain on departmental unvouchered funds. Note: the Field Branch #1 to be redesignated Field [ ] and remain on UV funds. (See 2a attached).			25X1A				
[ ]			25X1A				
UV funds. (See page 2b attached)							
3. The Operations Training Branch to be deleted from the Basic Training Division and established under the Training Division, [ ] as [ ] Unvouchered. (See page 3a attached)			25X1A				
B. The Assessment and Evaluation Staff to be transferred from TR(S) to an independent Staff under the Director of Training. (See page 3b attached). Positions are to be transferred from unvouchered to vouchered funds.			25X1A				
NEW OFFICE TOTALS			APPROVAL				
CONFIDENTIAL			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is			Chief, Class. & Wage Div.	
[ ]			[ ]			TITLE	

25X1A

Approved For Release 2002/05/01 : CIA-RDP78-03568A000600030021-9

Next 1 Page(s) In Document Exempt

Approved For Release 2002/05/01 : CIA-RDP78-03568A000600030021-9

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Approved For Release 2002/05/01 : CIA-RDP78-03568A000600030021-9

2. The above proposal is considered by the Director of Training as essential in order to place as many positions as practicable under vouchered funds, to correctly identify TRS positions as departmental and field, and to adjust certain organizational discrepancies.

3. Tab 2 is the concurrence of the Comptroller. Informally, the Comptroller has indicated that the proposed actions are in accord with general Agency policy.

4. Tab 3 is the concurrence of the Management Officer.

5. Although no changes in the classification of individual positions were proposed by the Director of Training, from a classification standpoint the removal of the Assessment and Evaluation Staff from the jurisdiction of the Deputy Director for Training (Special) and the transfer of the Operations Training Branch, from the Basic Training Division to [ ] comprises a significant internal reassignment of functions. However, as the Classification and Wage Division is currently conducting a comprehensive classification survey of the Office of Training, detailed position evaluations will be made of the effect of these organizational transfers on the top division, staff, and Deputy Director for Training (Special) positions at the time of survey of these components concerned.

6. Based on the facts outlined above, it is recommended that the proposed T/O revision and transfer of funds be approved for the Office of Training.

[ ]  
W. H. H. MORRIS, JR.  
Assistant Director (Personnel)

3 Attachments  
As stated

Action by Approving Authority

Date 30 June 53  
T/O & Ceiling Approved,  
~~Exceptions, if any~~

[ ]  
Assistant Deputy Director  
(Administration)

JUN 30 1953

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Approved For Release 2002/05/01 : CIA-RDP78-03568A000600030021-9

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5 June 1953

MEMORANDUM FOR: Deputy Director (Administration)  
THRU: Chief, Classification and Wage Division  
SUBJECT: Request for T/O Adjustments

1. In accordance with the policy of the Agency in placing as many positions as practicable under vouchered funds and to correctly identify TRS positions as departmental and field as well as to adjust certain organizational discrepancies, it is requested that the following T/O changes be made:

25X9 a. The ☐ positions in the Assessment and Evaluation Staff, Office of Training (Special), be transferred from unvouchered funds to vouchered funds and established as a staff under the Director of Training.

25X9 b. The ☐ positions in the Operations Training Branch, Basic Training Division, TRS, be removed from the present organizational location and established as a Branch under the Training Division,  
25X1A ☐ Field positions and remain on unvouchered funds.

25X9 c. The ☐ positions in Field Branch #1, Project Training  
25X1A Division be designated ☐ Field positions instead of departmental and remain on unvouchered funds.

25X1A ☐  
positions instead of departmental and remain on unvouchered funds.

e. All of the remaining unvouchered positions, with the exception of those in the Project Training Division, TRS, be transferred to vouchered funds and remain as departmental positions. Organizational designations are to remain unchanged, except as indicated above.

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2. Since a large number of personnel actions must be prepared in the next few days, if the transfer of funds indicated is to be made effective 5 July 1953, it will be appreciated if this request is given a high priority.



*for*  
MATTHEW BAIRD  
Director of Training

25X1A

- 2 -

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